

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Physical Examinations
Section No. : 38

Effective Date: 03/18/02
Supersedes Policy: 4/6/93

I. PURPOSE

It is the objective of the Board of Supervisors to ensure that post-offer candidates for and current employees occupying high-risk positions are physically fit to perform the functions of the positions.

II. SCOPE

This policy applies to all full-time and part-time employees who are post-offer candidates for employment and current employees who occupy high-risk positions.

III. DEFINITIONS

High-risk Position

A high-risk position is defined as:

any position in which the employee's sudden incapacitation shall likely immediately result in additional injury to the employee, other employees and/or citizens;

any position in which work assignments normally involve more than fifty (50) percent manual labor; and/or

any position that requires physical prowess.

IV. PROCEDURES

A. Designation of High-risk Positions

1. Department Heads/Constitutional Officers shall designate all high-risk positions in their departments and forward a list of such positions to the Human Resources Director.
2. The Human Resources Director shall approve such high-risk designations based upon a review of duties and responsibilities, working conditions and physical demand factors as described in the position description.

B. Post Job Offer Physical Examinations

1. Physical examinations shall occur after a job offer is made and before the employment candidate begins work.
2. It is the responsibility of the hiring department to schedule physical examinations.
3. Cost of Examinations/Evaluations
 - a. The County shall bear the cost of any and all examinations/evaluations required under this policy.
 - b. The County shall bear the cost of any additional examinations/evaluations required as follow-up to post-offer employment physicals.
 - c. The employment candidate shall bear the cost of any and all follow-up examinations/evaluations beyond those required by the County to determine fitness for a high-risk position.
4. A licensed physician under contract with the County shall perform all physical examinations/evaluations paid for by the County.
5. All examinations/evaluations not paid for by the County that are used to satisfy the requirements of this policy shall meet the standards set forth by the County and shall be provided to the County's physician.
6. Upon completion of the examination, the County physician shall return the completed Physician's Certification form to the appropriate Department Head/Constitutional Officer who shall forward the form to the Human Resources Department for inclusion in confidential files.
7. The determination of whether an employment candidate shall be authorized to begin work shall be based upon the recommendation of the examining physician.

C. Employee Physical Examinations

1. Employees in high-risk positions may be required to undergo annual or more frequent physical examinations to determine fitness to continue in their positions.
2. The procedures outlined above shall apply to employee physical examinations.

3. The determination of whether an employee shall be authorized to continue in his/her position or shall be temporarily or permanently reassigned, if appropriate, shall be based upon the recommendation of the examining physician.